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Mutings

7 JUN 1968

## MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Intelligence School/OTR  
31 May 1968 - 1500 Hours

25X1

25X1 2. [ ] conducted his briefing by speaking to a quite complete Briefing  
25X1 Guide which is attached hereto.

25X1 5. [ ] mentioned as problems in his School three particular items:

(1) The lack of promotions for professional personnel -- This is not entirely an OTR problem since many of his faculty are on rotation from other directorates and simply have not been promoted by their parent directorate.

(2) In many cases they have been spreading their personnel assets too thin and have therefore had to cut back on some course offerings.

(3) The School has had several rehabilitation cases to handle, and while these have not been major problems, they do necessitate extra time and attention.

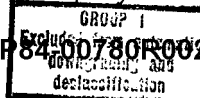
6. The meeting adjourned at 1550 hours.

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## Distribution:

Orig - DD/S Subject  
1 - DD/S Chrono

Special Assistant to the  
Deputy Director for Support

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BRIEFING GUIDE  
THE INTELLIGENCE SCHOOL  
OF THE  
OFFICE OF TRAINING

Prepared for the Deputy Director for Support

May 1968

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Major Training Areas

1. Intelligence Orientation. Orientation programs for professional employees of the Agency are conducted at two levels:

a. Introduction to Intelligence -- a program designed to give the student an understanding of the nature of National Intelligence, of the structure and functions of the Intelligence Community, of the role of the Agency within the community, and of the functional organization through which the Agency meets its responsibilities.

b. Intelligence Review -- a program designed to give the experienced intelligence officer a thorough understanding of recent developments and trends in the National security structure, in intelligence doctrine, and in Agency-wide missions and objectives.

2. Intelligence Production Skills and Techniques. Programs are given in the application of the writing and briefing skills to intelligence problems; in the availability, capability, and exploitation of intelligence information repositories and other types of sources; in the techniques and methodologies used in producing the component categories of intelligence which constitute National Intelligence; in Community-wide coordination procedures; and in the dissemination of finished intelligence.

3. Area Study. Two kinds of area study programs are conducted:

a. Orientation to overseas areas -- designed to acquaint Agency employees and their adult dependents with the problems of overseas living, with the methods of adaption to local foreign cultures, and with the individual areas in which they will live and work.

b. Geographic studies -- designed to give the intelligence officer -- primarily but not exclusively the intelligence analyst -- a thorough understanding of the geographic factors which affect the development and national capabilities of a given foreign area.

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4. Briefing Service. The Intelligence School provides a briefing service for both internal Agency requirements and external USIB and non-USIB requirements. Generally this service consists of providing individuals or groups with appropriate information on the mission, function, and organization of the Agency, on the Agency's role in the Intelligence Community, and the Agency's contribution to the total National Security effort.

#### Consumers of Intelligence School Programs

All Intelligence School programs, except those developed specifically for the Career Training Program, are available to employees of all Agency components. Although the programs in production skills and techniques are designed primarily for those officers who produce finished intelligence, many officers in the operations and support fields find them useful.

#### Career Training Program

The Intelligence School provides three of the major segments of the OTR Career Training Program:

1. Introduction to Intelligence -- a two-week, full-time course designed to give Career Trainees a thorough understanding of the nature of intelligence and of the Agency's role in the national security structure.

2. Intelligence Techniques -- a three-week, full-time course designed to give all Career Trainees a general understanding of the techniques and methodologies employed in the production of finished intelligence. The rationale of this course is that every career trainee, regardless of the area of his eventual work assignment, will understand his specific job better if he understands the utilization of intelligence sources and assets in the Agency's major product.

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3. Intelligence Production -- a nine-week, full-time course designed for those Career Trainees whose initial work assignment will be in the intelligence production areas of the Agency -- the DDI and the DDS&T. This course is an exploration in depth of the problems of producing finished intelligence. The course is primarily a combination of live problem solving and at-the-desk observation of, and discussion with, the working analysts in the various producing components.

Intelligence School Budget

The budget of the Intelligence School for Fiscal Year 1968 was about 3.5% of the OTR budget.

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**SECRET**Training Activities in Fiscal Year 1968

<u>Course</u>	<u>Total Course Hours</u>	<u>Times Given</u>	<u>Total Students</u>
CIA Introduction	3	42	2059
CIA Reps. Attending Graduate School	8	1	11
CIA Review	2	6	311
Effect. Speaking/Conf. Techniques	24	4	58
Intelligence Briefing	24	1	9
Intelligence Production (CT)	360	4	87
Intelligence Review	80	2	73
Intelligence Techniques (CT)	120	5	241
Introduction to Intelligence	80	8	531
Introduction to Map & Imagery Analysis	54	2	26
JCS/DIA Orientation	16	2	103
Orientation for Overseas	16	9	190
Orientation to Intelligence (CT)	80	3	240
Senior Officers Schools	24	1	17
Special Intelligence Orientation (for SB)	20	2	34
Special Intelligence Orientation (for PSD)	16	1	15
25X1 SWOOP <input type="checkbox"/> (This course contains 1 day of a short-version Intell Orient. and 2 days of <input type="checkbox"/> Orient. for Overseas)	24	2	50

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Training Activities in Fiscal Year 1968

<u>Course</u>	<u>Total Course Hours</u>	<u>Times Given</u>	<u>Total Students</u>
Vietnam Area Course	40	4	120
Vietnam Station Orientation	24	9	175
Vietnam Paramilitary Orientation (This course receives admin support [ ] of roughly 10-12 hours. The course is held [ ] The figures show the hours/times run/ students [ ])	32	9	106
Writing Workshop (Basic)	28	8	112
Writing Workshop (Intermediate)	28	5	65
Writing Workshop (Correspondence)	30		<u>18</u>
		Total:	4,651
Non-Course, in-Agency Briefings (16 totalling 38 hours)			<u>301</u>
		Total:	4,952
		RY '67	5137

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Student Distribution by Agency Component  
Major Non-CT Courses  
FY 1968

Introduction to Intelligence -- 481 Students

O/DCI	--	9
DDS&T	--	70
DDS	--	113
DDP	--	116
DDI	--	173

Intelligence Review -- 73 Students

O/DCI	--	2
DDS&T	--	9
DDS	--	16
DDP	--	12
DDI	--	24

Writing Workshops -- 160 Students

O/DCI	--	1
DDS&T	--	11
DDS	--	58
DDP	--	20
DDI	--	70 (37 NPIC)

Total: 714

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Summary of Intelligence School  
External Briefing Activity  
Fiscal Year 1968

<u>Audience</u>	<u>Number of Programs</u>	<u>Number in Audience</u>
<u>State Department</u>		
Ambassadors	6	6
Foreign Service Institute (BFSO)	4	231
Mid-Career Management Seminar	3	49
North Africa/Middle East Area Course	3	24
FSI "Day at CIA"	1	25
AID	23	1000
<u>Department of Defense</u>		
Ft. Holabird	3	308
D.I.S.	18	884
Military Schools & Colleges	3	660
Sr. Military Personnel	3	80
<u>Other Government Agencies</u>		
NSA (Mid-Career) Group	1	5
Civil Defense Officers	1	5
USIA - Summer Interns	1	70
U.S. Secret Service Officer	1	1

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Summary of Intelligence School  
External Briefing Activity  
Fiscal Year 1968

<u>Audience</u>	<u>Number of Programs</u>	<u>Number in Audience</u>	
<u>Senior U. S. Citizens</u>	2	2	25X1
<div></div>			
<u>Consumers</u>	<u>Percent of Programs</u>	<u>Percent of Audience</u>	
State and AID	<div></div>	<div></div>	25X1
Defense			
Other U. S. Government			25X1
<div></div>			
Senior U. S. Citizens			
	100%	100%	

Note: In addition to actual briefing responsibilities, the Faculty is responsible for the coordination and management of visits to the Agency of non-Agency groups -- for example, the Brookings Institution groups and the State Department Senior Seminars.

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Non-Government Groups Briefed by Intelligence School Personnel  
Fiscal Year 1968

<u>Name of Group</u>	<u>Place</u>	<u>Date</u>	<u>No. In Group</u>
National Counterintelligence Corps Assn.	Park Arlington Motel, Arlington, Va.	3 Oct 1967	40
American University	Washington, D.C.	6 Oct 1967	8
Good Counsel College	Headquarters	1 Nov 1967	44
Columbia University Fellows	Headquarters	2 Nov 1967	45
University Associates	DDI Conference Rm.	13 Nov 1967	7
Moravian College Group	Headquarters	10 Jan 1968	46
White House Fellows	Headquarters	8 Jan 1968	11
Colgate University Group	Headquarters	18 Jan 1968	16
New London County Medical Auxiliary	New London, Conn.	14 May 1968	50
Maxwell School Group	?	17 June 1968	<u>35</u>
		Total:	302

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INTELLIGENCE SCHOOL - FISCAL YEAR 1968

Student Hours

	<u>Course</u>	<u>Total Hours</u>
	CIA Introduction	259,434
	CIA Reps. attending Graduate Schools	88
	CIA Review	3,732
	Effective Speaking/Conference Techniques	5,568
	Intelligence Briefing	216
	Intelligence Production (CT)	125,280
	Intelligence Review	11,680
	Intelligence Techniques (CT)	144,600
	Introduction to Intelligence	339,840
	Introduction to Map and Imagery Analysis	2,808
	JCS/DIA Orientation	3,296
	Orientation for Overseas	27,360
	Orientation to Intelligence for CTs	57,600
	Senior Officers Schools	408
	Special Intelligence for Soviet Bloc	1,360
	Special Intelligence for PSD	240
25X1	SWOOP <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>	2,400
	Vietnam Area Course	19,200
	Vietnam Station Orientation	37,800
	Vietnam Paramilitary Orientation	30,528
	Writing Workshop (Basic)	25,088
	Writing Workshop (Intermediate)	9,100
	Writing Workshop (Correspondence)	540
	Total:	1,108,166

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